

Top tips for Working from home



Get dressed so it feels like you're going to work



Set your own hours and work at times that work best for you.



Take regular breaks, at least every couple of hours.



Communicate often, with colleagues and teams.



Eat well and keep energised throughout the day, without resorting to caffeine or sugar.



Set clear rules and boundaries particularly with regards to social media, TV, family, and friends.



Get outside for a little exercise. If you can, try to get outside for bit during the day when it's light.



Set an out of office reply explaining that you are working from home and may take longer than usual to reply. It may also be helpful to include what your current working hours are.



Create a routine, and work at times that work best for you.



Speak up and let your line manager and colleagues know if you need support.



Make a comfortable workspace somewhere you feel physically and mentally comfortable can make a world of difference. [Check out this PDF](#), or visit the [National Wellbeing Hub](#) for ideas.



Be realistic and recognise you probably won't be as productive as normal – none of us are!

You can find further information on the National Wellbeing Hub website:

www.nationalwellbeinghub.scot